

ACLU OF SOUTHERN CALIFORNIA

INDIVIDUAL GIVING MANAGER

LOCATION

Los Angeles Office

Note: Hybrid and Remote opportunities are available upon request and approval. Must reside in CA from start of employment.

DEPARTMENT

Philanthropy

DEADLINE DATE

Open until filled

OVERVIEW

Our mission is to realize this promise of the United States Constitution for all and expand the reach of its guarantees.

For over 100 years, the ACLU has worked to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it's ending mass incarceration, achieving full equality for the LGBTQ+ community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach.

The ACLU of Southern California is seeking an Individual Giving Manager who will manage a portfolio of c3 (Foundation) and c4 (Union) donors and prospects giving \$10,000+. In addition, the Individual Giving Manager will manage various aspects of the department's annual appeal and cultivation calendar. The Individual Giving Manager will report directly to the Deputy Director of Philanthropy (DDP) and work closely with other members of the affiliate and national development departments, as well as with program staff and volunteers.

CLASSIFICATION:

Full-Time, Exempt

This is a bargaining unit position in the National Organization of Legal Services Workers union.

JOB RESPONSIBILITIES:

Portfolio & Pipeline Management

- In consultation with the DDP and other members of the Individual Giving team, Development Department, and development colleagues at the National ACLU, as well as with program staff and leadership volunteers, manage a select portfolio of 100 major

donors and prospects with the capacity to make annual gifts of \$10,000+, including their cultivation, stewardship and solicitation.

- Create individual goals and a comprehensive plan based on research for each person in the portfolio. Perform donor and prospect research.
- Record all interactions and post-meeting reports promptly in database and communicate all aspects of meeting, from set-up to follow-up, to other team members as needed.
- Maintain up-to-date and accurate database records. Track portfolio activity and progress. Create reports as required by management that accurately reflect portfolio activity and performance.
- Meet portfolio goals including number of donor meetings and meaningful, monthly personalized donor contacts.
- Work with the ACLU SoCal Communications Department and National ACLU Leadership & Planned Giving staff to create coordinated strategies on shared donors as needed.
- Coordinate with the Development Department on donor pipeline prospects and management.
- Other duties as assigned.

Donor Relations & Communications

- Support the production of 5-8 cultivation events for all major and leadership donors throughout the year, varying in topics/staff and location to match interests, and maximize outreach.
- Assist in the production of the department's annual appeal and cultivation calendar.
- Work with the appropriate staff to secure project information and use this information to develop materials directed at individual donors/prospects, such as highly personalized proposals or stewardship reports that detail progress resulting from a gift.
- Assist the department in stewardship of major and leadership donors identify articles and other materials to send donors, reinforcing the importance of their support and our appreciation of their commitment to the ACLU, and share with other staff.
- Participate in National ACLU Development Resources offerings including weekly meetings, and opportunities to engage with development colleagues nationwide. Stay well-versed in National Development calendar to ensure coordination.
- Stay well-versed in the current work of the ACLU, locally and nationally, and be an effective representative of the organization.

Other

- Participate in the Development team as a cooperative, positive team player.
- Help maintain a positive, respectful, welcoming, and professional environment for employees and volunteers.
- Develop a solid understanding of ACLU's structure, programs, office protocols, and equipment.
- Attend certain ACLU functions and assist in other ways as assigned.

RACIAL EQUITY COMPETENCIES:

Understanding and Applying Racial Equity

- Demonstrate commitment to building or deepening understand of racial equity:
 - Core terms and concepts such as structural racism, white privilege, and anti-Blackness.
 - The role that racial inequity has played and continues to play in our society.
 - How race impacts supervisory relationships, team dynamics, and organizational culture.
 - Personal/implicit/unconscious bias.

Working for Racial Equity

- Consistently assess structural implications and racially disproportionate impacts of policies, activities, and decisions within the context of their job responsibilities; race/ethnicity, intersection of race/ethnicity, gender, identity, and/or sexual orientation.
- Consistently adhere to organization's racial equity policies and procedures, including those that relate to hiring, retention, and promotion.
- Consistently identify and disrupt ways in which bias plays out in work and/or team.

QUALIFICATIONS:

- Minimum of four years and maximum of fifteen years of experience working in the nonprofit industry, with at least two years of experience specifically in nonprofit fundraising, including progressive responsibility and a proven record of securing visits with prospective donors, and soliciting, closing, and stewarding mid and major gifts.
- Excellent interpersonal, oral, and written communication and presentation skills. Ability to understand and follow many different areas of civil rights work, and to describe many different areas of work in a way that is concise, compelling, and easy to understand for donors and prospective donors.
- Strong organizational skills. Ability to develop long-term plans, set objectives, and track progress towards achieving objectives. Familiarity with the concepts of moves management preferred.
- Personal initiative, curiosity about people, and a sense of humor. Friendly, outgoing, and collaborative approach and a strong team-oriented style.
- Proficiency with office technology and information systems (including Word, Excel, Outlook, PowerPoint) and donor databases, preferably Salesforce.
- Must be available for travel within Southern California and limited travel outside California.
- Must be available for some weekend and evening responsibilities.

COMPENSATION & BENEFITS

The annual salary for this position is \$76,487.17-\$87,900.57. Benefits include medical, dental, vision insurance for staff members and their eligible dependents; life, long-term disability and short-term disability insurance; 401(k) plan with employer match; ample vacation and sick leave with 22 paid holidays.

TO APPLY

Please submit resume, cover letter, and three references online through our application portal.
<https://secure.onehcm.com/ta/ACLUSC.careers?ShowJob=503478728>

COVID Vaccination and proof of being fully Vaccinated (includes booster) is a condition of employment.

The ACLU of Southern California is committed to developing a culture of diversity, equity, respect, and inclusion and striving to maintain a workforce that reflects the communities that we serve. The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; people with disabilities, protected veterans, and formerly incarcerated individuals are all strongly encouraged to apply.

The ACLU makes every effort to assure that its recruitment and employment provide all qualified persons, including persons with disabilities, with full opportunities for employment in all positions.

The ACLU is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please email hrsupport@clusocal.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.